

Recreation Services Coordinator

CITY OF MORGAN HILL

**SEPTEMBER, 2003
OCTOBER, 2005**

RECREATION SERVICES COORDINATOR /AQUATICS

Under general supervision of the Aquatics Recreation Supervisor, plans, organizes, and supervises services, programs and activities of the Aquatics Center for the City's Recreation and Community Services Division.

CLASS CHARACTERISTICS:

Employees assigned to this class are responsible for planning, coordinating, and implementing community aquatics programs at the Aquatics Center. The incumbent is expected to perform routine and difficult staff work in recreation and take specific responsibility for the assigned recreation programs and oversee temporary and seasonal personnel.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

1. Organizes, develops, supervises, advertises or markets and coordinates Aquatics program activities including a variety of water safety and swim classes, water sports and exercise programs, pool party packages, ticketing, retail and food concessions, and special events for the public.
2. Supervises the day-to-day operations of the Aquatics Center to include schedule, staffing, training, programming and supplies.
3. Oversees and enforces the ongoing implementation of the Aquatics Center Safety Plan and Emergency Action Plan.
4. Assists with recruitment, training, and supervision of part-time seasonal recreation leaders, instructors, event attendants, lifeguards and contract instructors for the Aquatics Center programs.
5. Networks with schools, ~~the Aquatics Foundation~~ local Aquatic organizations, and other appropriate groups to develop and provide creative aquatics programs for the community and coordinate the pool use schedule for these programs.
6. Provides support for new programming with the Recreation Supervisor in the areas of aquatics programs for special needs, special events and responds to new requests and proposals.
7. Establishes performance objectives for programs and partners.

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8. Provides support to Recreation Supervisor on a variety of assignments.
9. Coordinates Aquatics operations tasks with the Aquatics Facility Specialist (Pool Technician)l.
10. Maintains records of events and operations pertinent to the operations of the Aquatics Center.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Supports Recreation Supervisor in his/her absence.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

1. Aquatics program activities such as swim and water safety classes, water sports and exercise programs as they pertain to the interests of youth, teens, and others.
2. Principles and practices of aquatics program planning, development and administration.
3. Community resources and recreation service providers in Morgan Hill.
4. Principles and techniques of effective supervision and training.
5. Rules and equipment used in assigned aquatics program areas including effective use and purchase of safety equipment.
6. Standard program evaluation methods and report writing procedures.

Skill in:

1. Responding effectively to program issues and customer interests.
2. Planning programs, special events and aquatic leisure service activities for the community.
3. Providing outstanding customer service.
4. Preparing clear, concise and effective publicity and informational materials,

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reports, correspondence and other written materials.

5. Inventory control, ordering and receiving of goods and cash handling.
6. Analyzing problems, evaluating alternatives and making creative recommendations.
7. Planning and presenting material to youth, teens, and others.
8. Proper supervision procedures and techniques.
9. Using personal computer for word processing, ~~and the~~ development of informational materials, spreadsheets, and recreational software such as Recward/Safari.
10. Maintaining accurate and organized records.
11. Developing and maintaining effective working relationships with those contacted in the course of work.

Ability to:

1. Travel to various sites in the City to complete work activities.
2. Work outdoors in a variety of weather and atmospheric conditions.
3. Work irregular hours, shifts, or weekends as required.
4. Relate effectively and communicate with members of the community.

JOB REQUIREMENTS:

1. Equivalent to graduation from high school plus at least two years of college with major course work in aquatics services, public administration or closely related field.
2. Minimum of two years of responsible recreation experience in the public swimming pool operations and/or aquatics programs field. Experience working with public sector aquatics programs preferred.
3. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
4. The following certificates are required: Current Red Cross CPR-Pro plus AED and First Aid, Water Safety Instructor Certificate, and a Lifeguard Certificate from one of the following (NASCO, Red Cross, or Ellis). A Food Safety

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Manager Certificate must be obtained within six months of date of hire.
~~certificates.~~

5. The following certificates are preferred: ~~Current Water Safety Instructor~~, Red Cross, Ellis, or NASCO Lifeguard Instructor, Red Cross, Ellis, or NASCO Lifeguard Instructor Trainer, Water Safety Instructor Trainer and Aquatics Fitness Instructor.

OTHER QUALIFICATIONS:

1. Familiarity with USA Swimming and US Water Polo training and competition processes.
2. Must be able to lead and motivate primarily high school and college age employees.

MACHINE/TOOLS/EQUIPMENT UTILIZED

1. Automobile
2. Keys to City locks
3. Reports, forms, pencils, and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Calculator
8. Telephone
9. Recreation equipment
10. Public address system and two-way radio equipment
11. Cash Register

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting, standing, or walking for expended periods of time
5. Use of fingers/manual dexterity
6. Driving
7. Bending/stooping
7. Lifting to 50 pounds and moving of boxes, equipment, tables, chairs, etc.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS

Office Conditions:

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1. Indoors: normal office conditions, 50% of time
2. Noise level: conducive to office setting
3. Lighting: conducive of office setting
4. Flooring: low level carpeting, concrete
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels
7. Travel: varying conditions

Field Conditions:

1. Outdoors: varying weather conditions, 50% of the time
2. Noise Level: varying low to high
3. Flooring: concrete, asphalt, gravel, grass, dirt, etc.
4. Dust: normal outdoor levels
5. Hazards: exposure to wet and slippery surfaces around pool areas.